

Essential Information Regarding the Officiating of Quiz Bowl

1. Be sure to announce the grade and game number of the match in order to verify that students are where they belong. Quickly ask students to introduce themselves at the beginning of play. Allow audience members to welcome students with applause once introductions are made by saying, "Let's welcome all of our players." However, DO NOT ALLOW audience applause or talking during match play. You should ask for audience applause at the end of the game, by saying, "Let's congratulate our players." Please be efficient so as to maximize your time for play.
2. Ask students to designate their team captain for the first half and have that person sit at buzzer #1.
3. Have each player test their respective buzzers.
4. Open the sealed envelope containing the pristine questions and provide two practice questions that are NOT scored.
5. Set the timer for the first half of play and begin the timer and play.
6. Judges keep score on the sheets by placing an "X" over a box when the team they are scoring correctly answers a question.
7. **For teams that correctly answer toss up questions, do not reset the machine in order to prevent others from buzzing in. NOTE:** Once a toss up question is read, students have 25 seconds to buzz for an answer. If after 25 seconds no student has responded, one of the judges announces "TIME" and the Quiz Master gives the answer to both teams. When a student buzzes in on a toss up question, they must provide an answer immediately. If a student does not answer immediately say, "I need an answer." If after that you do not receive an answer, then you say, "Time is up." and reset the machine. The opposing team has 5 seconds to buzz and provide an answer. If they fail to buzz within 5 seconds, the time keeper announces "time" and the Quiz Master gives the correct answer. Should players fail to respond immediately upon buzzing or answer incorrectly, then the answer to the question is given by the Quiz Master. If the correct answer is given do not reset the buzzer machine for bonus questions.
8. For teams that answer toss up questions correctly, they are given a bonus question. Upon reading the bonus question students have 35 seconds to confer regarding an answer. The team captain must provide the answer before the time keeper announces "Time." No answer will be accepted after that time. The Quiz Master will provide the correct answer if no answer is given or an incorrect answer is given.
9. Reset the machine after the answer to a bonus question has been made and continue play.
10. At the end of the first half, announce the score and rotate the teams clockwise to the opposing team buzzer.
11. Before beginning the second half, player substitutions must be made and a new captain is designated & seated at buzzer #1.
12. Set the timer for the second half of play, start the timer, and resume play.
13. **Please refer to the rules regarding ties at the end of the second half. (See Rule 14).**
14. Judges announce the final score and certify the score sheets by **signing them** and immediately turning in both sheets to an ISD representative upon completion of the game being scored.
15. Games are set up in even blocks of time with 5 minutes in between matches for travel & restroom needs. You may elect to start early if all of students scheduled to compete have arrived. Doing so will give you extra time at the end in case there is a tie. Please do your best to manage the time of each game session you judge in order to promote the smooth flow of the tournament schedule.
16. **Remember that ALL decisions by officials are FINAL.** Please be objective and fair. Review official rules for rulings. If the situation isn't covered, make a fair and equitable decision.